



Coastal Regional Commission

RFP #2013-01

BANKING SERVICES

Proposals due November 1, 2012 no later than 3:00 p.m.

**A Non-Mandatory Pre-Proposal Conference will be held on Thursday,
October 18, 2012 at 10:00 a.m. at the offices of the Coastal Regional Commission, located
at 127 F Street, Brunswick, GA. 31520.**



REQUEST FOR PROPOSAL
RFP #2013-01
BANKING SERVICES

The Coastal Regional Commission (CRC) is requesting proposals for comprehensive banking services for a three year period with the option to renew. Requests for Proposals will be accepted until 3:00 p.m. on Thursday, November 1, 2012.

Institutions are instructed to carefully read all terms, conditions and specifications and to complete all proposal forms in their entirety.

Six (6) original copies of the Request for Proposals are to be mailed or hand delivered to the attention of:

Lena Geiger, Finance Director
Coastal Regional Commission
127 F Street
Brunswick, GA 31520

All six (6) copies must be signed by an official authorized by the bank.

“Request for Proposals for Banking Service (RFP #2013-01) due no later than 3:00 p.m. on Thursday, November 1, 2012” is to be clearly marked on the outside of the envelope. Any responses received late will not be considered. Late proposals, late requests for modification or late requests for withdrawal will not be considered. The CRC is not responsible for Request for Proposals misplaced or mailed incorrectly.

Any questions must be submitted in writing to Lena Geiger, Finance Director at 127 F Street, Brunswick, GA 31520 or at lgeiger@crc.ga.gov.

Your interest and participation are encouraged and appreciated.

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A. **GENERAL REQUIREMENTS**

- **Specifications / Requirements / Documentation can be obtained through the Coastal Regional Commission's website:**
<http://www.crc.ga.gov/>
- **Any inquiries should be submitted in writing to:**

Lena Geiger, Finance Director
Coastal Regional Commission
127 F Street
Brunswick, GA 31520
E-mail: lgeiger@crc.ga.gov
Phone: (912) 262-2820
- **Proposals will be received at:**

Coastal Regional Commission
127 F Street
Brunswick, GA 31520
- Proposals are due **Thursday, November 1, 2012 no later than 3:00 p.m.** Proposals received after this time will be marked "LATE" and will not be considered.
- **A Non-Mandatory Pre-Proposal Conference** will be held on **Thursday, October 18, 2012 at 10:00 a.m.** in the large meeting room at the offices of the Coastal Regional Commission, 127 F Street, Brunswick, GA 31520. All interested providers are encouraged to participate.
- The CRC reserves the right to reject any or all proposals. Any objections to the specifications/requirements as set forth should be filed in writing prior to the proposal deadline.
- No faxed or e-mailed proposals will be accepted.
- It is the intent of the CRC to award a Contract for these services based on an evaluation of all proposals.
- The CRC will evaluate all qualifying proposals that are submitted. All requirements in this RFP should be satisfied to ensure that the proposal would qualify for consideration. The CRC desires to receive proposals only from Vendors who can demonstrate the specified qualifications mentioned in this RFP.

- The CRC shall not be liable for any expense incurred in connection with preparation of a response to this document. Vendors should prepare a straightforward and concise description of their ability to meet the requirements of this document.
- All requested information should be provided in order for a proposal to be considered responsive. However, any vendor which submits in its proposal to the CRC any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.
- All firms responding to the Request for Proposal should be available for presentations and/or interviews within two (2) weeks following the proposal due date. The top ranked firms will be notified of the time of their designated presentation to the Evaluation Panel. The project manager and key individuals working on the project should be the presenters. Upon award of a contract by the CRC, any key staff substitutions must be approved by the CRC.
- This request is **NOT** a Bid; therefore, any alternate solutions that meet or **EXCEED** the outlined minimum requirements should be submitted for consideration. The CRC is interested in any and all details of other innovative and original ideas above and beyond those discussed in this Request for Proposal.
- All ideas that meet or exceed the minimum requirements will be considered.
- **ALL COSTS *MUST* BE SUBMITTED IN A SEPARATE, SEALED ENVELOPE WITHIN YOUR PROPOSED RESPONSE. PLEASE NOTE THE ENTIRE PACKAGE MUST BE SEALED, AS WELL.**

Addenda will be posted on the Coastal Regional Commission's website (<http://www.crc.ga.gov/>). PLEASE NOTE THE VENDOR IS ULTIMATELY RESPONSIBLE FOR VERIFYING THEY HAVE RECEIVED ANY / ALL ADDENDA PRIOR TO THE PROPOSAL OPENING.

- Feel free to contact Lena Geiger via email at lgeiger@crc.ga.gov if any questions arise.

B. BACKGROUND & PURPOSE

The Coastal Regional Commission (CRC) is seeking proposals for comprehensive banking services for a three year period with the option to renew.

The Coastal Regional Commission (CRC) is a regional governmental entity with the purpose to create, promote, and foster the orderly growth, economic prosperity, and continuing development of the industrial, civic, commercial, educational, natural, and human resources of the Region and member communities. The enactment of the Georgia State Planning Act of 1989 and the Official Code of Georgia Annotated (OCGA) Section 50-8-31 et seq is the basis of the Coastal Regional Commission's existence.

The Commission functions as the regional planning entity for land use, economic development, environmental, transportation, historic preservation planning, coordinated transportation, and services for the elderly, persons with disabilities, and their caregivers.

The CRC's needs are outlined in the following Request for Proposal ("RFP"). As used in this RFP document, the term "proposal" shall refer to the total package of price, service and other information requested by the CRC and submitted by a financial institution. As explained in this document, the award of the CRC's banking services will be based on the proposal judged to be most favorable to the CRC's interests based upon both cost/revenue consideration and the ability to effectively meet the CRC's banking service needs.

C. TIME SCHEDULE

The CRC will attempt to follow this timetable, which should result in the implementation of a banking services agreement by January 1, 2013.

Issue RFP	October 11, 2012
Pre-proposal Conference.....	October 18, 2012
Deadline to Submit Questions.....	October 25, 2012
Written Response to Questions	October 29, 2012
Proposal Due Date.....	November 1, 2012
Recommendation to Committee.....	November 7, 2012
Recommendation to Council.....	November 14, 2012
Contract Award	November 15, 2012

D. SCOPE OF WORK

The CRC is soliciting proposals for a primary banking relationship with a Financial Institution which operates an office within McIntosh County. The CRC will be

contracting for the following general services for a three year period with the option to renew.

The banking services detailed in this section provide for these services to be performed for the CRC by a single financial institution on a contractual basis. However, the CRC reserves the right to negotiate with the proposers and to select multiple financial institutions based on the needs and best interest of the CRC. This document is intended to convey the CRC's specific requirements, but it is not intended to provide total detail.

1. Required Services

a) Account Structure

- **Primary Money Market (Concentration Account)**
The purpose of the concentration account is to pool the CRC's cash balances for more effective cash management and investment. Funds deposited into this account shall be considered collected as soon as funds are available to the bank. Incoming/outgoing transfers may be made to/from this account.
- **Secondary Money Market (Coastal Georgia Book Account)**
The purpose of the Coastal Georgia Book Account is to segregate the funds for more effective cash management and investment. Funds deposited into this account shall be considered collected as soon as funds are available to the bank. Incoming/outgoing transfers may be made to/from this account.
- **Zero-Balance Disbursement Accounts**
One (1) zero-balance disbursement account will be required by the CRC to be utilized for Payroll disbursement. Additional zero-balance disbursement accounts shall be made available upon request. As checks are presented for payment, the zero-balance accounts will be debited. A debit total will accumulate during the regular business day. At the end of the business day, the total debit balances, which represent total disbursements from the zero-balance accounts, will be reimbursed via a transfer from the concentration account that is credited to the zero-balance disbursement accounts. There will be no other deposits to the zero-balance disbursement accounts.
- **Interest Earnings Accounts**
The bank will be required to pay a "market investment rate" on all accounts, except the controlled disbursement account(s). Interest will be paid on the average daily balance.
- **Other, Limited Transaction Accounts**
If additional accounts are required by the CRC in order to satisfy legal requirements, such accounts shall be made available upon request and will be closed by the CRC as they become no longer necessary.

b) *Minimum Checking Account Services*

- Provide month-end statements on all accounts by the tenth day of the following month and provide statements to CRC's auditors upon request.
- Provide an automated wire transfer system for transferring money to and from other institutions, along with appropriate security levels for wire transfer initiations and approvals.
- Provide individual and consolidated monthly account analysis for all accounts by 10th day of following month containing the following minimum requirements:
 - Average Book Balance – Ledger Balance
 - Average Available Balance – Float
 - Average Collected Balance – Ledger Balance less Float
 - Average Deposit Balance – Average Collected Balance less Reserves/Required Restrictions
 - Average Daily Balance
 - Interest Earned
 - Interest Rate on Deposit Balances
- Provide a web-based computer system that allows the CRC to make inquiries for cancelled checks, initiate stop payments, make transfers between accounts, obtain information on balances, obtain transaction information, etc.

c) *Collateralization of funds*

The financial institution must pledge collateral security as specified by Georgia state law, (O.C.G.A. § 45-8-1, et seq.). At no time shall the par value of securities pledged less insurance coverage provided by the Federal Government be less than that required under State law. The CRC will accept individually pledged securities or pooled securities. The financial institution must provide a monthly collateral report to the CRC.

d) *Reconciliation Services*

The awarded institution will provide full reconciliation services for all accounts specified in this RFP, to include teller positive pay and electronic/ACH positive pay services. Full reconciliation includes the following minimum requirements:

- Listing of matched items (check, serial number, date issued, amount paid, date paid)
- Paid items listing (check number, amount paid, date paid) provided in a CRC-compatible electronic format
- Listing of non-matched items

- Checks and bank statement imaged and provided to CRC on compact disc or other electronic means.

e) *Corporate Credit Cards*

The bank will furnish “corporate credit cards” as required by the CRC to facilitate its operations. Annual fees, if any, for these cards will be included in the schedule of fees proposed by the bank. The estimated monthly spend on the corporate credit card account is between \$5,000 and \$15,000. The CRC currently utilizes approximately ten (10) corporate credit cards. The CRC requires that the bank furnish separate statements for each card, as well as a “control account” statement that lists charges for all corporate credit cards. The CRC also requires the ability, via a web-based system, to increase/decrease control limits on the cards.

f) *Overdraft protection*

Although the CRC does not expect to incur overdraft situations, it recognizes that there are times these situations might occur and requires appropriate overdraft protection.

g) *Fraud Protection Services*

The banking institution shall provide positive pay services for the CRC’s payroll account. The institution will provide the means for the CRC to transmit the check number and amount to be paid from the zero-balance disbursement payroll account. The data will be compared with checks presented for payment. If the data matches (i.e. check number and amount), the check will be paid as written. If not, a list of discrepancy items will be posted daily to the on-line banking for the CRC to make a “pay or do not pay” decision. Only items identified as “pay” will be paid as written.

The banking institution will provide other levels of fraud protection services as agreed upon by the CRC and the banking institution.

h) *Direct Deposit for Payroll*

The CRC requires direct payroll deposit for its employees. The CRC pays its employees biweekly. Currently, the CRC transmits payroll data to the institution via internet before noon on Thursday for a Friday pay day.

i) *Internet Banking*

The CRC wishes to utilize internet banking for wire transfers, account transfers, balance reporting, direct deposit data transfer, stop payment processing, etc. and wishes to ensure equipment and data compatibility. However, if these services are not available, please provide an alternative solution. Include the necessary

training to designated CRC staff. Any costs associated with internet banking or alternative systems should be identified in “Attachment A – Price Sheet”.

j) *Customer Service*

While costs associated with banking services are important to the CRC, customer service is a priority of the CRC and will be considered when evaluating the proposals.

2. Optional Services

In addition to the requirements listed above, the proposal shall identify other services provided by your institution that may be beneficial to the CRC, but have not specifically been addressed. Please include a description of these services within your proposal and itemize these services and their related costs on “Attachment A – Price Sheet”.

3. Pricing

It is the intent of the CRC to pay for all services specified on the Price Sheet (Attachment A) on a fee basis. Space is provided on the Price Sheet for any “other” services that are not specifically listed. “Incidental” banking services not detailed on the Price Sheet will be provided to the CRC at no additional cost. Such services include stop payment forms, coin wrappers, night depository bags, etc.

E. MANDATORY REQUIREMENTS FOR PROPOSALS

The following items require a response from your firm. If a response is not received then your proposal may be automatically disqualified and may not be considered. Please follow format below for your proposal's response.

The CRC requires proposals to be easy to understand. Do not include unnecessary or extraneous information. Include all information requested. Response to the following requirements should be concise and all reasonable care should be taken to limit responses to pertinent information. All additional company/marketing information is welcome and should be presented as attachments to the core response.

Section I – Executive Summary

Include a brief overview of the key elements of your proposal. Highlight any features or areas that differentiate your services and products from your competitors.

Section II – Corporate Profile

Include a brief overview and history of your firm. Indicate the contractual entity which will be responsible for the performance of all aspects of this contract. Provide name of firm, local address, local contact person, email address, and telephone number.

Section III - Staffing

1. Indicate the name, title and phone number of the senior staff person who will be the CRC's primary contact for general banking services and the primary technology contact. It is the CRC's desire to have one contact person who will deal with other representatives at the institution to resolve any questions or concerns. The CRC understands that there may be occasion when the primary contact is out of the office (ie, vacation or sick leave), so a secondary contact is also requested to handle issues that may occur during those times.
2. Provide a summary and/or organization chart showing principal staff members who would be servicing the CRC's account.

Section IV - Services

1. Describe the conversion process, training and associated implementation costs, if any, should you be awarded the contract.
2. Provide specifications for automated service hardware and software capability proposed (i.e.: wire transfers, ACH debit/credit, internet banking, web-based payments, etc.).
3. Provide a funds availability schedule for funds deposited to the CRC's accounts, including wire transfers, available methods of deposits, and deposit locations.

4. Describe the effective rate, method used and formula proposed to calculate the service charge credit for collected fund balances. Describe to what extent the service charge credit/debit from one period can be carried forward to the next period. If no service charge credit is computed, describe the method used in determining interest earnings on fund balances.
5. Describe the process and time lines associated with payroll direct deposits.
6. Describe your institution's fraud protection services.
7. Discuss any special conditions, other fees, other services, or deviations from the proposal specifications.
8. Provide the following reports and information about your institution:
 - On-line Reporting Sample
 - Reports Sample Analysis & Bank Statement
 - Reports for Account of Similar Size and Account Structure
 - Most Recent Audited Financial Statement
 - SEC and/or Moody's Credit Rating or Comparable Rating.
9. Provide at least three (3) references, including entity name, contact person, email address, telephone number and services provided.
10. Describe the availability, date range available and/or data download/file transfer format of the following internet services. The CRC will consider the internet services availability in its selection of banking services but may select only the specific services deemed necessary.
 - a. Ability to view daily reporting of ledger, collected and available balances.
 - b. Ability to view and print cancelled checks.
 - c. Ability to download account information into Excel format.
 - d. Ability to view and print debit/credit activities in credit card transactions.
 - e. Ability to transfer/upload files for payroll direct deposits.
 - f. Ability to receive account reconciliations and analysis data on-line.
 - g. Ability to retrieve and download current & prior period monthly statements online.
 - h. Ability to initiate and authorize stop payments and fund transfers.

Section V – Cost Information

Your firm's costs **MUST** be typed and sealed in an envelope **separate** from the proposal. Costs will not be opened at the time of the proposal opening.

1. Provide a cost breakdown as listed on "Attachment A – Price Sheet".

2. Include a detailed schedule of costs by specified task as identified in Attachment “A”. Volumes indicated on the price sheet are estimates and actual quantities may vary. Costs not included on the price sheet, but which the financial institution proposes to charge, must be individually itemized and thoroughly explained. Price sheets should be executed by an official of the firm in a position to commit the institution to provide the services in accordance with these terms and conditions.

Section VI – Additional Information

1. The CRC would encourage any other suggestions, with cost estimates, if applicable, beyond the stated services that would provide improved efficiency or beneficial service enhancements.
2. Provide information about other services or benefits that would be provided to CRC employees.
3. **Georgia Security and Immigration Compliance Act.**
Complete attached Contractor Affidavit.

Contractor agrees to comply with all of the contractor requirements of the “Georgia Security and Immigration Compliance Act” of 2006, as codified in O.C.G.A. sections 13-10-90 and 13-10-91 and regulated in chapter 300-10-1 of the Rules and Regulations of the State of Georgia, “Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program,” accessed at <http://www.dol.state.ga.us>, as further set forth below.

A. Contractor Agreement to Verify the Work Eligibility of its New Hires through the U.S. Department of Homeland Security’s “**Employee Eligibility Verification (EEV)/Basic Pilot Program.**”

- **Contractor** agrees to verify the work eligibility of all of **Contractor’s** newly hired employees through the U.S. Department of Homeland Security’s **Employee Eligibility Verification (EEV)/Basic Pilot Program**, accessed through the Internet at <https://www.vis-dhs.com/EmployerRegistration>, in accordance with the provisions and timeline found in O.C.G.A 13-10-91 and Rule 300-10-1-02 of the Rules and Regulations of the State of Georgia.

B. Contracts Affected by the “Georgia Security and Immigration Compliance Act.”

- **Contractor** agrees that the contractor and subcontractor requirements of the “Georgia Security and Immigration Compliance Act” of 2006 apply to contracts for, or in connection with, the physical performance of services within the State of Georgia.

C. Contractor's Agreement to Require "Georgia Security and Immigration Compliance Act" Compliance of its Subcontractors Connected with this Contract.

1. **Contractor** agrees to require O.C.G.A. Sections 13-10-901 and 13-10-91 compliance in all written agreements with any subcontractor employed by **Contractor** to provide services connected with this contract, as required pursuant to O.C.G.A. 13-10-91.
2. **Contractor** agrees to obtain from any subcontractor that is employed by Contractor to provide services connected with this contract, the subcontractor's indication of the employee-number category applicable to the subcontractor.
3. **Contractor** agrees to secure from any subcontractor engaged to perform services under this Contract an executed "Subcontractor Affidavit," as required pursuant to O.C.G.A. 13-10-91 and Rule 300-10-1-.08 of the Rules and Regulations of the State of Georgia, which rule can be accessed at <http://www.dol.state.ga.us>.
4. **Contractor** agrees to maintain all records of the subcontractor's compliance with O.C.G.A. Sections 13-10-90 and 13-10-91 and Chapter 300-10-1 of the Rules and Regulations of the State of Georgia.

F. TERMS AND CONDITIONS

The vendor, by submission of the proposal, agrees to the following:

1. The financial institution must pledge collateral security as specified by Georgia state law, (O.C.G.A. § 45-8-1, et seq.). At no time shall the par value of securities pledged less insurance coverage provided by the Federal Government be less than that required under State law. The financial institution will provide monthly collateral reports to the CRC.
2. The financial institution must currently have and maintain throughout the contract period a full-services banking location within McIntosh County.
3. The CRC reserves the right to accept or reject any or all proposals submitted. The CRC is not required to select the proposal with the lowest pricing, but shall take into consideration other factors such as ability to service the contract, retention charges, past experience, financial stability, and other relevant criteria. The CRC reserves the right to accept any proposal deemed advantageous to the CRC.
4. The CRC reserves the right to request clarification of information submitted, and to request additional information from any proposer.
5. The CRC reserves the right to negotiate with the proposers and to select multiple financial institutions based on the needs and best interest of the CRC.
6. Proposal must express agreement to meet or exceed all specifications.
7. The term of the contract will be for three years with the option to renew.
8. In the event that the financial institution to which the contract is awarded does not execute a contract within thirty (30) days after such award, the CRC may give notice to such bank intent to award the contract to the next most qualified proposer, or to call for new proposals.
9. Any proposal may be withdrawn up until the date and time set for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days or until one or more of the proposals have been approved by the CRC administration, whichever occurs first, to sell to the CRC the services described in the attached specifications.
10. By submitting a proposal, the financial institution certifies that it has read and understands this Request for Proposal and has full knowledge and willingness to comply with the scope, nature, quantity and quality of the work to be performed, the detailed requirements of the services to be provided and the conditions under which the services are to be performed.

11. The contract resulting from acceptance of a proposal by the CRC shall be in a form supplied or approved by the CRC, and shall reflect the specifications in this Request for Proposal. The CRC reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in the Request for Proposal, and which is not approved by the CRC.
12. The contracted firm will correct any and all errors and omissions that they make, at their own expense.
13. The successful firm shall not discriminate against any person in accordance with Federal Laws or Regulations.
14. The selected firm shall be required, before awarding of contract, to demonstrate to the complete satisfaction of the CRC that they have the necessary resources to execute the work in a satisfactory manner and within the time specified; that they have a past history and references which will assure the CRC of the firms qualifications for executing the work.
15. The CRC reserves the right to cancel the contract with a 30-day notice if it is determined by the Council that service is unsatisfactory.
16. **All firms and their agents who intend to, or have submitted responses to this solicitation are hereby placed on formal notice that lobbying of CRC Government employees or members of the Evaluation Panel with the intent to manipulate the Procurement process may result in the immediate disqualification of such firm by the CRC from further consideration for this project.**
17. Indemnity and Insurance: To the extent permitted by law, the Contractor shall indemnify and save the CRC, its directors, officers, agents, employees from and against all loss, cost, damages, expense and liability caused by an accident or other occurrence resulting in bodily injury, including death, sickness and disease to any person(s); or damage or destruction to property, real or personal, arising directly or indirectly from the work performed by the consultant, its subcontractors or employees.

INSURANCE REQUIREMENTS

Minimum coverages must meet or exceed the following:

- | | | |
|----|--|-----------------------------|
| 1. | Worker's Compensation – required | Statutory |
| 2. | General Liability (Including Bodily Injury, Property Damage and Contractual Liability) | \$1,000,000 each Occurrence |
| 3. | Automobile Liability (Including Bodily Injury | \$1,000,000 each Occurrence |

and Property Damage)

A valid Certificate of Insurance and applicable endorsements must be provided within (10) business days of final execution of the contract and/or issuance of a Notice to Proceed. The Certificate of Insurance MUST list Coastal Regional Commission as AN ADDITIONAL INSURED. The address is 127 F Street, Brunswick, GA 31520.

The Certificate Holder must be listed as:

Coastal Regional Commission, 127 F Street, Brunswick, GA 31520.

The Description of Operation comments box should state the following:

Coastal Regional Commission is named as an ADDITIONAL INSURED under the General Liability, Automobile, and Contractual Liability coverage and will receive 30 days prior written notice of cancellation on this policy.

G. PROCEDURES FOR SUBMITTING PROPOSALS

Each vendor must carefully follow all instructions included within the formal solicitation documents regarding the proper submission of a response. **Failure to comply with conditions set forth in the solicitation may result in disqualification.** All CRC solicitations require the vendor to submit a sealed proposal to the physical address below. The sealed proposal should be delivered in a separate envelope or package, completed in ink or typewritten, signed in ink, and labeled accordingly (as indicated on page 2).

It is imperative that the bidder/offeror place the solicitation closing date, time, and the solicitation number on the outside of the envelope since this is the means by which it is to be identified as an offer.

Mailing Address: Coastal Regional Commission
127 F Street
Brunswick, GA 31520

- Proposals should arrive at the above listed address no later than **Thursday, November 1, 2012 at 3:00:00 p.m.** to be considered. Responses received after this time will be unopened and marked **LATE**.
- All questions **MUST** be submitted in writing via email to Lena Geiger at lgeiger@crc.ga.gov no later than **October 25, 2012 at 3:00 p.m.**
- Six (6) originals of the submitted proposal should be furnished on or before the deadline.
- Costs **MUST** be submitted in a separate sealed envelope.

- No interpretation or clarification of the meaning of the instructions or Scope of Work will be made orally (except for general information). Every request for such interpretation must be made in writing, via email to Lena Geiger at lgeiger@crc.ga.gov. Any and all such interpretations and any supplemental instructions will be provided in the form of written addenda and will become supplemental to this Request for Proposal.
- Responses will be retained as property of the CRC.
- Proposals should contain a manual signature of an authorized representative of the responding firm(s).
- The CRC is not liable for any costs incurred by proposers prior to the issuance of a Notice to Proceed.
- The contents of the Proposal of the successful firm may become part of any subsequent contractual obligation.

H. SELECTION PROCESS

1. General

The Evaluation Committee, which is comprised of members of the Budget and Finance Committee and staff of the CRC, will evaluate all qualifying proposals. All requirements in this RFP should be satisfied to ensure that the proposal will qualify for consideration. The CRC desires to receive proposals only from firms who can demonstrate the specified qualifications described within this RFP.

2. References

Current and previous clients of each firm that submits a proposal may be approached with specific questions regarding performance. Responses to these questions will be used as part of the evaluation process.

3. Proposal Evaluation Criteria

The following criteria will be used to evaluate all proposals.

	<u>CRITERIA</u>	<u>POINTS</u>
A.	Costs Associated with Services	50
B.	Methodology, Approach, and Technique	20
C.	Qualifications and Experience	15

D.	Company Stability	10
E.	Responsiveness to the RFP	<u>05</u>
TOTAL POINTS		100

4. Final Selection

The Evaluation Committee will present their recommendation to the Budget and Finance Committee for review and recommendation. The CRC Council will make the final decision.

I. VENDOR INFORMATION FORM

The undersigned, on behalf of the respondent, certifies that: (1) this information is made without previous understanding, agreement or connection with any person, firm, or corporation providing a response to the same document; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the response is entered; (4) they have read the complete Request for Proposal and understand all provisions; (5) if officially proposed in response to any Request for Proposal accepted by the CRC, the capabilities identified are guaranteed as written and will be implemented as stated; and (6) mistakes in writing of the submitted response will be their responsibility.

Vendor Name as Registered with the Georgia Secretary of State

Type of Organization (check one):

☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ Public Corporation

Authorized Contact Name Printed

Title

Authorized Signature

Date

Mailing Address

Physical Address

City/State/Zip

City/State/Zip

Phone Number

Fax Number

Company Website Address

E-Mail

Tax I.D. Number

General Nature of Business

J. CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Coastal Regional Commission has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide copy of each such verification to the Coastal Regional Commission at the time the subcontractor(s) is retained to perform such service.

EEV/Basic Pilot Program*User Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY _____, 20__

Notary Public

My Commission Expires:

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

Attachment A
Price Sheet (Page 1 of 2)

[illegible]

Vendor Name: _____

Attachment A
Price Sheet (Page 2 of 2)

Item	Unit Price	Estimated Monthly Volume	Monthly Cost	Explanation
Miscellaneous :				
Fraud Protection Services				
Overdraft Protection				
Other Items Not Mentioned:				
Optional Services :				
Additional Service Recommendations:				
Total Estimated Monthly Service Charge				

Attachment B

Banking Services Request for Proposal
Checklist and Certification

<u>Checklist of Required Services:</u>	<u>Can Meet Requirements</u>	<u>Cannot Meet Requirements</u>
Account Structure	_____	_____
Contract execution within 30 days	_____	_____
Three Year Contract with Two Year Extension Option	_____	_____
Minimum Checking Account Services	_____	_____
Collateralization of funds	_____	_____
Reconciliation Services	_____	_____
Overdraft Protection	_____	_____
Fraud Protection	_____	_____
Payroll Direct Deposit	_____	_____
Internet Banking Services	_____	_____

Itemize below and explain any exceptions and alternatives to the specified services.
(Attach an additional sheet, if necessary)

Vendor Name: _____